SOUNDEXING INSTRUCTIONS

The purpose of soundexing is to facilitate matching and unduplicating reported HIV and AIDS cases. The soundex code maintains the confidentiality of reported cases by converting the last name of an individual to an index letter and a three-digit number. In coding by this system, the index letter is the first letter of the last name and the subsequent letters are converted to a numeric code in accordance with the following general rules:

Rule Number	Instructions	Example	
1	The first letter of the last name is never coded.		
2	The vowels A, E, I, O, U, and Y are never coded.		
3	The consonants H and W are never coded.		
4	Key letters and their equivalents are converted to code numbers. **Key Letter**　　**Equivalents**　　**Code Number** B　　　B, F, P, V　　　1 C　　　C, G, J, K, Q, S, X, Z　　　2 D　　　D, T　　　3 L　　　L　　　4 M　　　M, N　　　5 R　　　R　　　6		
5	The consonants of the last name, other than the first letter and H and W, are converted to their respective code numbers in the order in which they appear in the name.	**H**OLMES 　45 2 **G**WILFOYLE 　　41　　4	H452 G414
6	The numeric code always consists of three digits. The codes for names which do not contain three key letters or their equivalents are completed by adding zeros. Note that the zeros follow the assigned number code.	**G**RAHAM 　6　　5 **B**AILEY 　　4 **S**HAW	G650 B400 S000
7	The soundex code for names that contain more than three key letters, or their equivalents, are complete when a three-digit numeric code has been assigned.	**V**ONDERLEHR 　53 64　　6	V536
8	Two or more key letters, or their equivalents, appearing together are treated as one key letter and are assigned one number.	**B**ALLOU 　4– **J**ACKSON 　2– –　5	B400 J250
9	A key letter, or its equivalent, immediately following an initial letter (first letter of the last name) of the same group or value is not coded.	**S**CANLON 　– 54 5 **S**CKLAR 　––4 6	S545 S460
10	Key letters, or their equivalents, separated by A, E, I, O, U, or Y are coded separately.	**H**ANNON 　5–　5 **S**ALKIEWICS 　42　　2–	H550 S422
11	Key letters, or their equivalents, separated only by the letter W or the letter H are coded as one key letter. Note that in the name Schkolnik, the C is not coded because it is in the group equivalent to the letter S, and the first K is not coded because it is in the group equivalent to the letter C, from which it is separated only by an H.	**S**OKWZY 　2　– **S**CHKOLNIK 　–　–　45 2	S200 S452
12	Abbreviated prefixes such as Mc or St. are coded as if spelled out.	**M**CKILHAN = MACKILHAN 　　　　　　　2– 4　 5 **S**T. JOHN = SAINT JOHN 　　　　　　5 3 2　 –	M245 S532
13	An apostrophe or hyphen in a name is disregarded.	**O**'NEILL 　5 4– **J**AMES-WALKER 　5 2　　4	O540 J524